



NJ DEPARTMENT OF EDUCATION SCHOOL FACILITIES

Minor LRFP Amendment Guidance Documents

Guidance Document

How to Amend School District's Approved Long Range Facilities Plan to Include a Small Non-Educational Project.

Overview:

Every Project submitted to DOE for approval must be consistent with the School District's Approved LRFP. If the project submitted to DOE is Not Consistent with the District's Approved LRFP, the LRFP will require an amendment to include this project.

Depending on the scope of the project and the impact on the District's Approved LRFP the amendment to the LRFP will vary.

- a. **If the District is changing the grade alignment, educational programmatic models, educational spaces and/or any changes that will affect the functional capacity or the number of unhoused students, then it will be considered a major revision to the LRFP and will require the amendment of the District LRFP in its entirety. The DOE will review the revised LRFP and issue an amendment letter prior to reviewing the projects.**
- b. **If the District is changing or adding a non-educational projects or components that will have no effect on the educational programmatic models or the number of unhoused students, then it will be considered a minor revision to the District's LRFP. The District is required to revise sections Three and Four only of the LRFP to include the new project without creating a new LRFP Option. The attached document can only be used as a guidance document for Minor LRFP Amendments.**

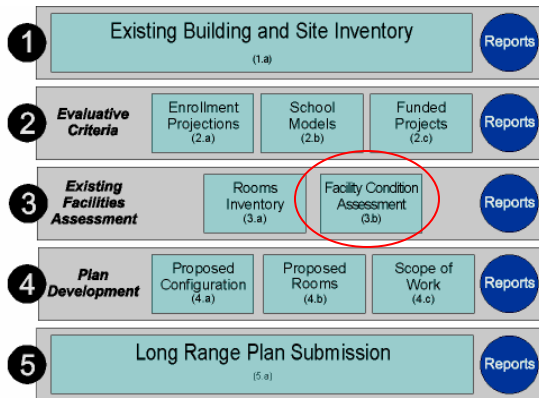
Attached Documents:

For Minor LRFP Amendments, Districts are required to include the project in the LRFP and submit a LRFP Amendment Request (Form DOE-140) as part of the Electronic Project Application indicating the impacted sections.

Since Minor LRFP Amendments have no impact on the Functional Capacity or the number of Unhoused Students, District will be required only to include the project in the LRFP. To include a new non-educational project in an existing LRFP, the District will create a new option that will only include this new non-educational project and generate a LRFP Project ID number to be used in the Electronic Project Application as evidence that the project is consistent with the District's LRFP.

This newly created option will not supersede the district's LRFP but will be considered a supplemental option. Before the submission of the next round of LRFPs in year 2005 a new function will be added to the current software that will allow users to group several supplemental options into the District's LRFP option, thus making amendment to the LRFP easier.

If you have any questions, please contact Mr. Hany Salib by telephone @ (6069) 934-5681 or by email @ Hany.Salib@doe.state.nj.us



- Go to Section 3 (b) Facility Assessment Condition.

- Go to System (33) Communication & Security Systems.
- Go to Add New System.

- Go to Sections and under System Name Select Security.
- Fill in the Quantity (Building SF)
- Year installed, if new system enter the year the system will be installed.
- Years remaining equal to the entire lifetime provided (In this example = 20 Years).

- Save System Record.

Facility Inventory and Condition Assessment - Microsoft Internet Explorer provided by Office of Technology (NJDOE)

[VFA Testing] · [VFA testing] · VFA District A · Cambell Junior High · lauras test section a

Regions Counties Districts Schools Sections **Systems**

? List of all Systems.

◀ Previous ▶ Next

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40

Communication & Security Systems

System Name	Quantity	Units	Yr Inst	Remain
Security	30,000	SF	2003	20

✖ * Add a new System

Deficiencies for Security

Deficiency Name	Correction	Quantity	Units
* Add a new Deficiency			

- The created system will appear under systems.
- Go to Add New Deficiency.

Facility Inventory and Condition Assessment - Microsoft Internet Explorer provided by Office of Technology (NJDOE)

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Regions Counties Districts Schools Sections **Systems**

? Deficiency: Ping Def Test (Security)

Save

Deficiency Information

Deficiency Name: Security

Deficiency Category: Functionality

Priority: High

Description:

Correction Information

Correction: New Construction

Quantity: 30,000 SF

Cost Model

Construction Cost: \$0.29 / SF

Renewal: 95% of Construction Cost

Demolition: 30% of Construction Cost

Repair Cost: \$0.29 / SF

Extended: \$8,700.00

- Apply a Deficiency Name.
- Select Deficiency Category
- Select Priority

- Select Correction
- Apply Quantity

Facility Inventory and Condition Assessment - Microsoft Internet Explorer provided by Office of Technology (NJDOE)

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Regions Counties Districts Schools Sections **Systems**

? List of all Systems

Deficiency Record Saved.

1	2
21	22

16	17	18	19	20
36	37	38	39	40

S

Inst	Remain
2003	20

- Save Deficiency Record.

Facility Inventory and Condition Assessment - Microsoft Internet Explorer provided by Office of Technology (NJDOE)

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Regions Counties Districts Schools Sections **Systems**

? List of all Systems.

◀ Previous ▶ Next

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40

Communication & Security Systems

System Name	Quantity	Units	Yr Inst	Remain
Security	30,000	SF	2003	20
* Add a new System				

Deficiencies for Security

Deficiency Name	Correction	Quantity	Units
Security	New Construction	30,000	SF
* Add a new Deficiency			

- The created system will appear under System Name.
- The Created Deficiency will appear under Deficiency Name.

- Existing Building and Site Inventory (1.a) Reports
- Evaluative Criteria** Enrollment Projections (2.a) School Models (2.b) Funded Projects (2.c) Reports
- Existing Facilities Assessment** Rooms Inventory (3.a) Facility Condition Assessment (3.b) Reports
- Plan Development** **Proposed Configuration (4.a)** Proposed Rooms (4.b) Scope of Work (4.c) Reports
- Long Range Plan Submission (5.a) Reports

- Go to Section (4 a) Proposed Configuration.

Proposed Configuration - Microsoft Internet Explorer provided by Office of Technology (NJDOE)

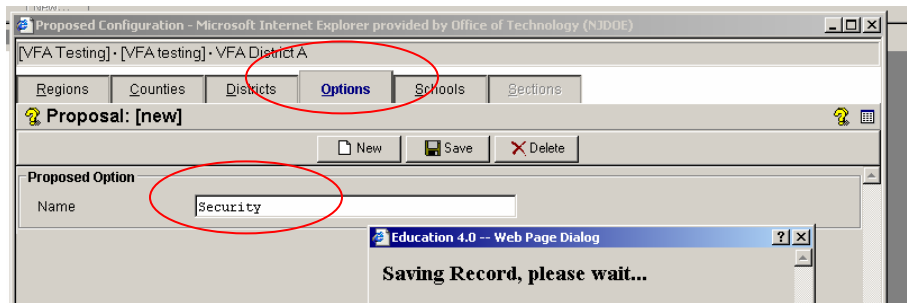
[VFA Testing] · [VFA testing] · VFA District A

Regions Counties Districts **Options** Schools Sections

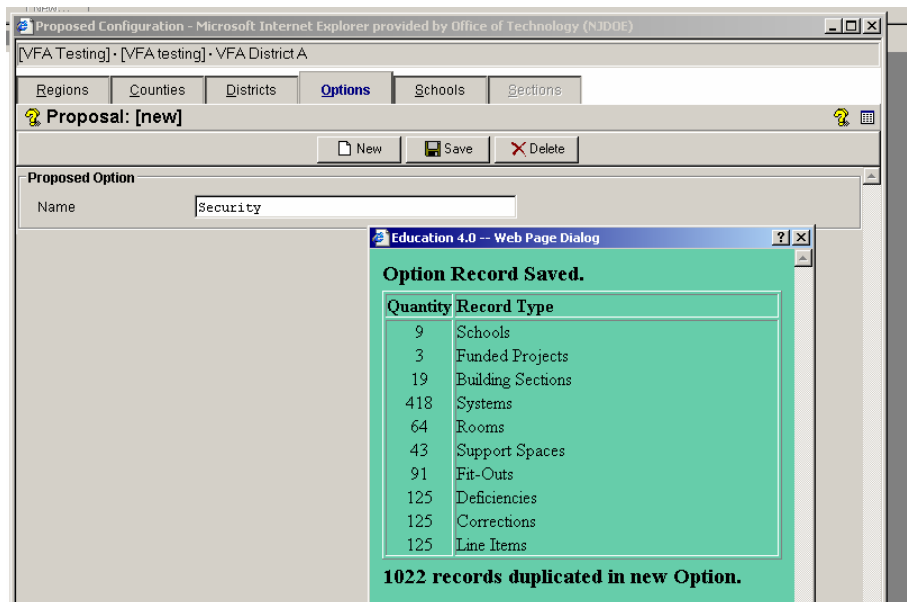
? List of all Options.

Security
Security System
TESTING
Test option upuun
roofing systems
Self option
* Add a new Option

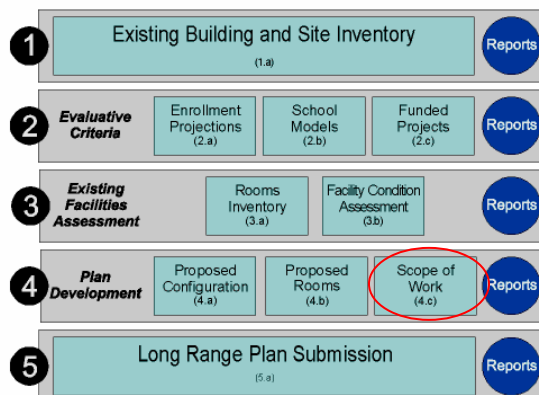
- Go to Options
- Select Add a New Option



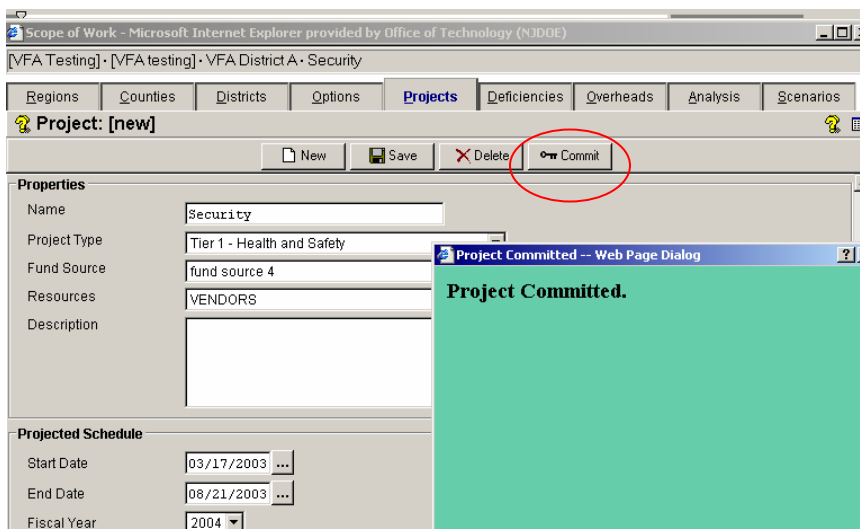
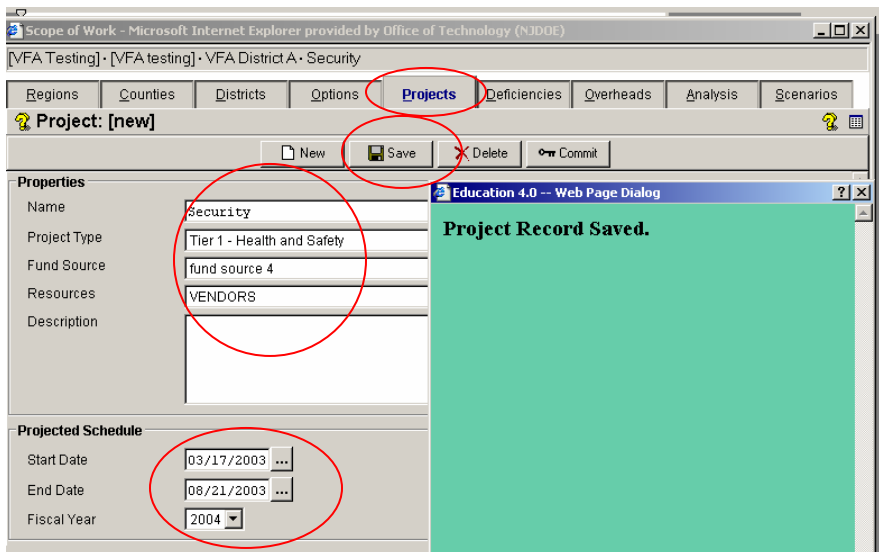
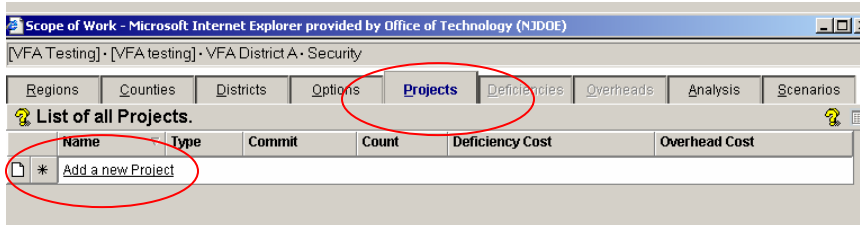
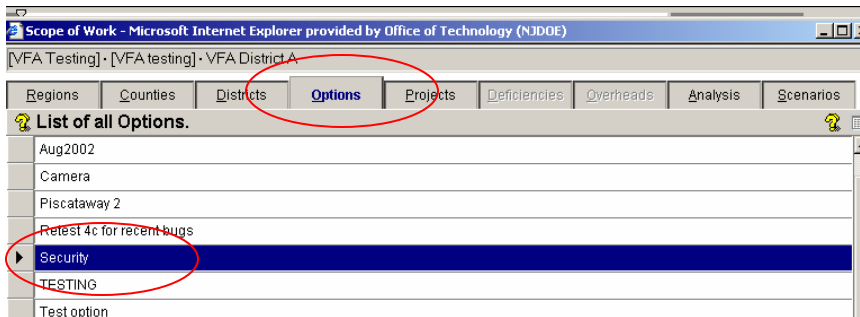
- Create a new Option.
- Apply a name to the new Option.
- Save New Option.



- Confirmation of creation of a new Option.



- Go to section (4 C) Scope of Work.

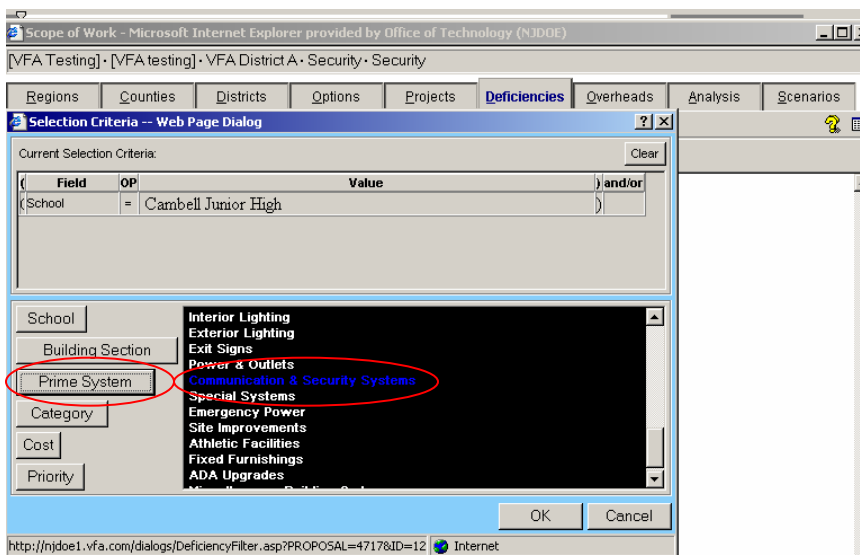
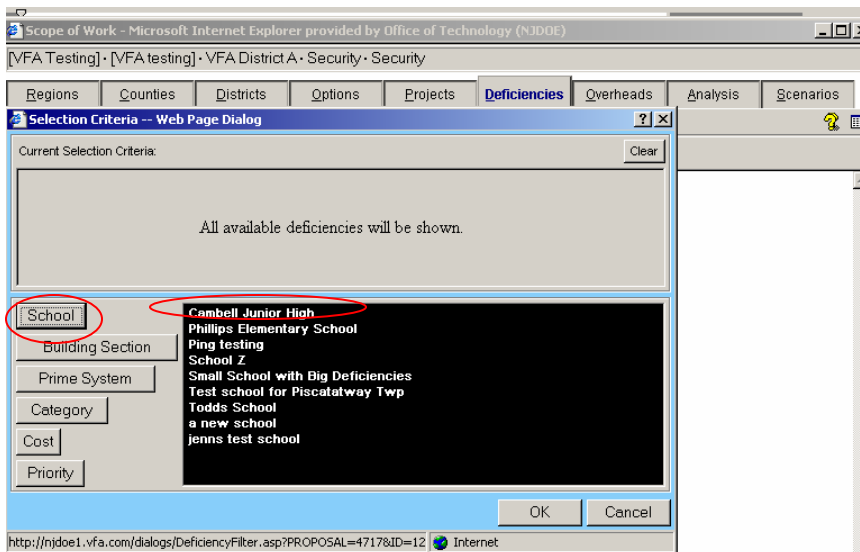
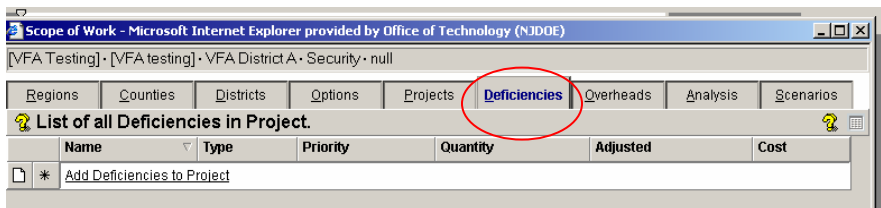
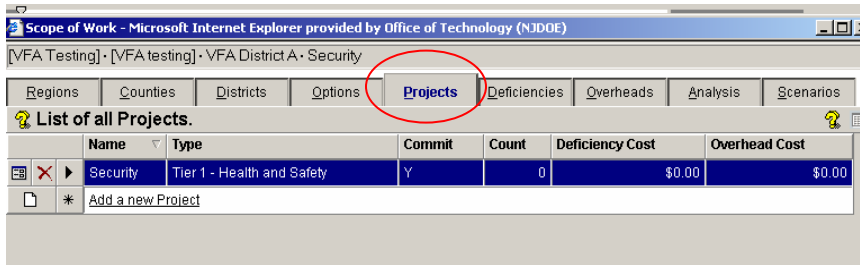


- Go to Options.
- Select the recently created Option
- Save New Option.

- Go to Projects.
- Select Add a New Project.

- Apply a name to the New Project.
- Select Project Type
- Select Local Funding Source (If unknown at this time, select "fund source 4")
- Select Resources
- Select Start Date
- Select End Date
- Select Fiscal Year
- Save New Project

- Commit the Project



- Go to Projects.
- The recently created Project will appear under List of all Projects.

- Go to Deficiencies
- Select Add Deficiencies to Project

- Go to School
- Select a school from list provided

- Go to Prime System
- Select the system related to the deficiency created (In this example Prime System #33 Communication & Security Systems)

Scope of Work - Microsoft Internet Explorer provided by Office of Technology (NJDOE)

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Regions Counties Districts Options Projects **Deficiencies** Overheads Analysis Scenarios

Deficiency: [new]

☒ All ☐ None

Category	Name	Priority	Cost	Location
Security	Functionality	High	\$8,700.00	Campus Building Prime System Cambell Junior High lauras test section a Communication & Security Systems Security

Scope of Work - Microsoft Internet Explorer provided by Office of Technology (NJDOE)

[VFA Testing] · [VFA testing] · VFA District A · Security · Security

Regions Counties Districts Options Projects **Deficiencies** Overheads Analysis Scenarios

Deficiency: [new]

☒ All ☐ None

Category	Name	Priority	Cost	Location
Security	Functionality	High	\$8,700.00	Campus Building Prime System Cambell Junior High lauras test section a Communication & Security Systems Security

Deficiencies added to project. -- Web Page Dialog

Deficiencies added to project.

Scope of Work - Microsoft Internet Explorer provided by Office of Technology (NJDOE)

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Regions Counties Districts Options Projects **Deficiencies** Overheads Analysis Scenarios

List of all Deficiencies in Project.

Name	Type	Priority	Quantity	Adjusted	Cost
Security	Functionality	High	30,000		\$8,700.00

Add Deficiencies to Project

Scope of Work - Microsoft Internet Explorer provided by Office of Technology (NJDOE)

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Regions Counties Districts Options Projects Deficiencies **Overheads** Analysis Scenarios

List of all Overheads.

Description	Type	%	Incremental	Cost
Add Overheads to Project				

Scope of Work - Microsoft Internet Explorer provided by Office of Technology (NJDOE)

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Regions Counties Districts Options Projects Deficiencies **Overheads** Analysis Scenarios

Overhead: [new]

Properties

Overhead Type: Contingencies

Description: Contingencies

Percentage: 5 % of Deficiency Cost

Incremental: \$5,000.00

Analysis

Project Cost: \$8,700.00

Overhead Cost: \$5,435.00

Overhead Record Saved.

- Deficiencies created for this Project will appear below.
- Check which deficiencies belong to this project

- Select Add

- Selected Deficiencies will appear under List of all Deficiencies in Project

- Go to Overhead
- Select Add Overhead to Project

- Select Overhead Type
- Select Description
- Save Overhead Record.

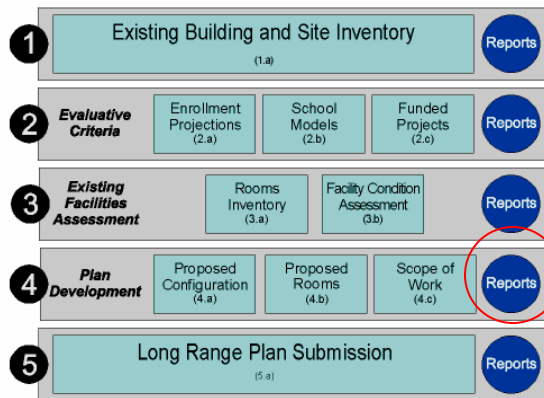
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[VFA Testing] - [VFA testing] - VFA District A - Security - Security - Security - null -

Regions Counties Districts Options Projects Deficiencies Overheads Analysis **Scenarios**

? List of all Scenarios.

Project Name	Type	Fiscal Year	Project Cost (* \$1,000)						
			Before	2000	2001	2002	2003	2004	After
Security	Tier 1 - Health and Safety	2004						\$14	
Total Committed:			\$0	\$0	\$0	\$0	\$0	\$14	\$0
Total Uncommitted:			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals:			\$0	\$0	\$0	\$0	\$0	\$14	\$0



Reports - Microsoft Internet Explorer provided by Office of Technology (NJDOE)

[VFA Testing] - [VFA testing] - VFA District A

Region County District **Options** Reports

? List of all Options.

Aug2002
Camera
Piscataway 2
Retest 4c for recent bugs
Security
TESTING
Test option
Todds Option

Reports - Microsoft Internet Explorer provided by Office of Technology (NJDOE)

[VFA Testing] - [VFA testing] - VFA District A - Security -

Region County District Options **Reports**

? List of all reports

Report Name	Option Requested	Date Requested	Reports - Date Completed
Plan Summary	roofing systems	12/3/01 10:47:28 AM	12/3/01 10:56:19 AM
Capacity Analysis	-	11/14/01 10:28:06 AM	11/14/01 10:48:09 AM
Proposed Space Program Analysis	TESTING	10/24/01 5:34:56 PM	10/24/01 5:36:00 PM
Project Detail	Camera	1/31/03 10:55:47 AM	1/31/03 11:01:54 AM
District Space Construction Costs	TESTING	10/24/01 5:35:06 PM	10/24/01 5:36:03 PM
Space Construction Status	TESTING	10/24/01 5:35:11 PM	10/24/01 5:36:04 PM
Cost Analysis Summary	TESTING	10/24/01 5:35:16 PM	11/12/02 12:19:20 PM
Long Range Facility Plan	Aug2002	11/5/02 2:54:41 PM	11/12/02 12:19:23 PM
Project Summary Report	Aug2002	11/5/02 2:54:52 PM	11/12/02 12:19:26 PM
School Area Analysis	-	2/27/02 5:02:19 PM	2/27/02 5:08:17 PM

- Go to Scenarios
- The created project should appear as a committed project

- Go to Section 4 Reports

- Go to Options
- Select the recently created Option

- Go to Reports
- Select Project Detail Report

